



ALTERNATIVE ACRES

Child Protection and Safeguarding Policy

Academic Year 2026/27

Policy owner	Head of Provision
Designated Safeguarding Lead (DSL)	Daun Beresford
Deputy DSL	Gemma Robertson
Inclusion & Engagement Lead	Rachel Archer
Approved by	Gemma Robertson
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This policy applies to all staff, volunteers, agency workers, contractors, visitors and other adults working with or on behalf of Alternative Acres.



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1. Policy status and purpose

Alternative Acres is a non-school alternative provision. It is not a maintained school, academy or college. This policy therefore distinguishes between legal duties that apply directly to Alternative Acres and school/college-specific duties contained in statutory education guidance.

Alternative Acres voluntarily aligns its safeguarding arrangements with the principles and expectations of Keeping Children Safe in Education 2026 (KCSIE 2026), alongside Working Together to Safeguard Children 2026, local safeguarding partnership procedures and the Department for Education's Non-school Alternative Provision Voluntary National Standards. This supports safe practice and provides clear safeguarding assurance to commissioning schools, local authorities, parents and carers.

The purpose of this policy is to ensure that every person working at or on behalf of Alternative Acres understands how to recognise, respond to, record and escalate safeguarding concerns, and that children and young people attending the provision receive timely help, protection and support.

2. Safeguarding statement

Safeguarding is everyone's responsibility. Alternative Acres adopts a child-centred approach and works on the basis that safeguarding concerns can arise in any setting, including the home, community, education, transport, online spaces and the farm environment.

Alternative Acres is committed to creating a safe, inclusive, anti-discriminatory and therapeutic environment in which children and young people are listened to, respected and protected from maltreatment, abuse, neglect and exploitation.

Staff must maintain professional curiosity, avoid assumptions, take all concerns seriously and act without delay. Concerns must never be dismissed because a child has SEND, communication differences, a medical condition, challenging behaviour, poor attendance, anxiety or a history of trauma.

3. Legal and guidance framework

This policy has been reviewed with reference to the following current national framework and guidance:

- Keeping Children Safe in Education 2026, including Part One and relevant principles from Parts Two to Five.
- Working Together to Safeguard Children 2026.
- Department for Education Non-school Alternative Provision Voluntary National Standards.
- Information sharing advice and any successor statutory guidance in force.
- Children Act 1989 and Children Act 2004, as amended.
- Children and Social Work Act 2017 and Domestic Abuse Act 2021 where relevant.



- Safeguarding Vulnerable Groups Act 2006 and Disclosure and Barring Service requirements where applicable.
- Counter-Terrorism and Security Act 2015 and current Prevent guidance where applicable.
- Female Genital Mutilation Act 2003, as amended.
- Data Protection Act 2018 and UK GDPR.
- Equality Act 2010.
- Local Nottingham City and Nottinghamshire safeguarding partnership procedures and the procedures of any other local authority responsible for a child.

Where KCSIE places a specific statutory duty on schools or colleges only, Alternative Acres adopts the relevant safeguarding principle as good practice and commissioner assurance unless the same duty applies directly to the provision through separate legislation, contract or commissioning arrangements.

4. Key safeguarding contacts

Role / service	Name	Contact
Designated Safeguarding Lead (DSL)	Daun Beresford	D.Beresford@alternativeacres.co.uk 07312 132356
Deputy DSL / Head of Provision	Gemma Robertson	g.robertson@alternativeacres.co.uk 07312 132515
Inclusion & Engagement Lead	Rachel Archer	Internal Alternative Acres contact route
Nottinghamshire MASH	Children's safeguarding referrals	0300 500 80 90
Nottingham City MASH	Children's safeguarding referrals	0115 876 4800

Immediate danger or immediate risk of significant harm: call 999.

Where an allegation concerns an adult working with children, the relevant Local Authority Designated Officer (LADO) route must be used. Nottingham City LADO can be contacted via lado@nottinghamcity.gov.uk. For children or adults linked to another local authority, the DSL or Head of Provision will use that authority's current safeguarding/LADO arrangements.

5. Definitions

For this policy, a child means anyone under the age of 18. Where Alternative Acres works with a learner aged 18 or over, concerns will be considered under the appropriate adult safeguarding arrangements as well as any relevant contractual or local procedures.

Safeguarding and promoting the welfare of children includes protecting children from maltreatment; preventing impairment of mental and physical health or development; ensuring children grow up with safe and effective care; and taking action to enable the best outcomes.



Child protection is part of safeguarding and refers to action taken where a child is suffering or is likely to suffer significant harm.

Abuse may be physical, emotional or sexual, or may arise through neglect. Exploitation can occur in person or online, inside or outside the home, and can involve adults or other children.

6. Core safeguarding principles

- The welfare and best interests of the child are central to decision-making.
- Safeguarding concerns may arise even where there has been no direct disclosure.
- Children may experience more than one form of harm at the same time.
- Children may not recognise that what is happening to them is abusive or exploitative.
- Staff must listen carefully to children and take account of their wishes and feelings while acting to keep them safe.
- Racism, discrimination, misogyny, homophobia, biphobia, transphobia, ableism, sexual harassment and other harmful or prejudicial behaviour will be challenged.
- Safeguarding action must be timely, proportionate, well recorded and shared with the people who need to know.
- Data protection law is not a barrier to sharing information where sharing is necessary and proportionate to protect a child.
- Alternative Acres will work closely with commissioning schools, local authorities, social care, police, health professionals, Virtual School Heads and other relevant partners.

7. Roles and responsibilities

7.1 All staff, volunteers and adults

All adults working with or on behalf of Alternative Acres must:

- Know the identity of the DSL and Deputy DSL and how to contact them.
- Read and follow this policy, the Staff Code of Conduct and other relevant safeguarding procedures.
- Read KCSIE 2026 Part One in full as an Alternative Acres adopted safeguarding standard.
- Complete safeguarding induction and required refresher training.
- Recognise indicators of abuse, neglect, exploitation, online harm and child-on-child abuse.
- Report concerns immediately and never assume that someone else will do so.
- Make a direct referral to children's social care or police where necessary if a child is in immediate danger or at risk of significant harm, informing the DSL as soon as practicable.
- Record concerns promptly and factually on CPOMS.



- Maintain professional boundaries and report low-level concerns or allegations about adults.
- Support an inclusive, anti-discriminatory culture and challenge racism and discrimination.

7.2 Head of Provision

The Head of Provision is responsible for ensuring that safeguarding systems are implemented consistently, that staff have sufficient time and resources to fulfil safeguarding responsibilities, that safer recruitment and allegations procedures are followed, and that commissioning bodies receive appropriate safeguarding assurance.

8. Designated Safeguarding Lead and Deputy DSL

The Designated Safeguarding Lead is Daun Beresford. The Deputy Designated Safeguarding Lead is Gemma Robertson. The Deputy DSL acts with the authority of the DSL when required.

The DSL will:

- Take lead responsibility for child protection and wider safeguarding.
- Be available during provision hours, with suitable deputy arrangements when unavailable.
- Provide advice and support to staff and ensure concerns are acted on promptly.
- Make or oversee referrals to children's social care, police, Channel/Prevent services, DBS or other relevant agencies where appropriate.
- Work with social workers, commissioning schools, local authorities, Virtual School Heads and other professionals.
- Maintain oversight of CPOMS safeguarding records and ensure actions, decisions, rationale and outcomes are recorded.
- Ensure safeguarding information is shared and transferred securely when required.
- Oversee online safety, including understanding and reviewing filtering and monitoring arrangements used on provision systems.
- Ensure staff receive safeguarding induction, ongoing updates and appropriate training.
- Review patterns, themes and repeated concerns to identify wider safeguarding or environmental risks.
- Ensure the child's wishes and feelings are considered and that communication is accessible to the child.

The Inclusion & Engagement Lead, Rachel Archer, is an important trusted adult and may receive disclosures or concerns from learners. Any safeguarding information received by the Inclusion & Engagement Lead must be passed immediately to the DSL or Deputy DSL and recorded in accordance with this policy. The Inclusion & Engagement Lead role does not replace the DSL function.



9. Staff safeguarding knowledge, induction and training

All staff and volunteers must receive safeguarding induction before unsupervised work with children. Alternative Acres will ensure that the level and content of induction is appropriate to the role.

- This Child Protection and Safeguarding Policy.
- Identity and role of the DSL and Deputy DSL.
- Staff Code of Conduct, whistleblowing and low-level concerns.
- Behaviour and child-on-child abuse procedures.
- Online safety, filtering and monitoring responsibilities.
- Attendance and unexplained absence as safeguarding indicators.
- Prevent/radicalisation awareness.
- FGM, CSE, CCE, county lines, serious violence, domestic abuse and harmful sexual behaviour.
- SEND, communication differences, medical conditions and barriers to disclosure.
- How to use CPOMS and how to record concerns factually.
- How to make an emergency or direct referral.

Safeguarding and online safety training will be refreshed regularly and at least annually through formal training, briefings, policy updates or other appropriate learning. DSL and Deputy DSL training will be maintained at the level and frequency appropriate to their responsibilities.

Alternative Acres uses StaffSafe within CPOMS as part of its compliance process. Required checks, policy acknowledgements, training and other role-specific compliance evidence must be completed and verified before a person is permitted to begin unsupervised work with learners.

10. Recognising abuse, neglect and exploitation

Staff must be alert to signs of physical abuse, emotional abuse, sexual abuse and neglect, as well as exploitation and other safeguarding issues. Indicators should never be treated as a checklist or proof; staff should consider changes in behaviour, attendance, presentation, relationships, communication, online activity and emotional wellbeing.

Safeguarding concerns may include, but are not limited to:

- Child sexual abuse and child sexual exploitation.
- Child criminal exploitation, county lines and group-based exploitation.
- Domestic abuse, coercive control and teenage relationship abuse.
- Child-on-child abuse, bullying, sexual violence, sexual harassment and harmful sexual behaviour.
- Sharing of nude or semi-nude images, sextortion and technology-assisted abuse.



- Radicalisation and extremism.
- FGM, forced marriage and honour, faith or belief-based abuse.
- Trafficking and modern slavery.
- Serious violence, gangs and criminal activity.
- Online grooming, harmful content, cyberbullying, scams, misogynistic or extremist content, deepfakes and misuse of generative AI.
- Children missing from home, care or education, and repeated or unexplained absence.
- Self-harm, suicidal ideation or significant changes in mental health where these may indicate abuse, neglect, exploitation or immediate risk.
- Fabricated or induced illness.
- Homelessness and other family circumstances that may increase vulnerability.

11. Responding to concerns and disclosures

If a child is in immediate danger or there is an immediate risk of significant harm, staff must take immediate protective action, including calling 999 or making a direct referral where necessary. The DSL must be informed as soon as practicable.

If a child discloses abuse or a safeguarding concern, staff should:

- Listen carefully and take the child seriously.
- Remain calm and avoid showing shock, disbelief or judgement.
- Allow the child to speak freely and avoid leading or investigative questions.
- Use open prompts only where necessary to clarify what the child is saying.
- Reassure the child that they have done the right thing by telling someone.
- Never promise confidentiality or secrecy.
- Explain, in an age-appropriate way, that the information must be shared with people who can help keep them safe.
- Report immediately to the DSL or Deputy DSL.
- Make a factual CPOMS record as soon as possible, using the child's own words where possible.
- Record only what was seen, heard or disclosed; do not add assumptions or attempt to investigate.

A child may disclose indirectly through behaviour, drawings, online messages, comments, withdrawal, changes in attendance or other communication. Staff must remain professionally curious and report concerns even where the child does not make a direct allegation.



12. Family Help, referrals and multi-agency working

Working Together to Safeguard Children 2026 uses the term Family Help for the joined-up support that brings together targeted early help and support for children in need under section 17. Alternative Acres will identify emerging needs early and contribute appropriately to Family Help plans and multidisciplinary working.

The DSL may:

- Share relevant information with the child's commissioning school, local authority or lead practitioner.
- Contribute to Family Help, child in need, child protection, care planning and other multi-agency processes.
- Attend meetings, provide reports and monitor agreed actions.
- Escalate concerns where support is not improving the child's circumstances or risk is increasing.
- Make referrals to children's social care, police, health, Prevent/Channel or other agencies where thresholds are met.

If a staff member believes that a referral is necessary and the DSL or Deputy DSL is unavailable, the staff member must not delay protective action. Anyone can make a referral. The DSL should be informed afterwards as soon as possible.

13. Information sharing and confidentiality

Information will be shared lawfully, proportionately and on a need-to-know basis. The safety and welfare of the child is the primary consideration.

- Staff must not promise a child or family absolute confidentiality.
- Consent is not always required to share safeguarding information where sharing is necessary to protect a child.
- Only information relevant to the safeguarding purpose should be shared.
- Staff should record what was shared, with whom, when, why and the outcome.
- If uncertain, staff should seek advice from the DSL, but uncertainty must not delay action where a child may be at risk.
- Alternative Acres will follow current national information-sharing guidance and local safeguarding procedures.

14. Recording and CPOMS

CPOMS is Alternative Acres' principal and authoritative safeguarding record. All safeguarding concerns, disclosures, actions, referrals, discussions, decisions and outcomes must be recorded there promptly.

CPOMS entries must include, where relevant:



- A clear factual summary of the concern or disclosure.
- Date, time and location.
- The child's own words where possible.
- Who was present or witnessed the event.
- Immediate action taken.
- Who the concern was reported to and when.
- Any consultation or referral made and the response received.
- Decisions made, including the rationale for those decisions.
- Follow-up actions, review dates and outcomes.
- Any communication with parents, carers, commissioners or external agencies.

Records must distinguish fact, observation, professional judgement and third-party information. Staff must not delete or alter safeguarding information to conceal an error. Corrections or additional information should be added transparently in accordance with CPOMS procedures.

Access to safeguarding information is restricted to those who require it for their role. Safeguarding information must not be duplicated into informal personal notes, private messaging systems or unapproved storage.

15. Child-on-child abuse, harmful sexual behaviour, sexual violence and harassment

Alternative Acres recognises that children can abuse other children and that abuse may occur in person or online, on or off site. It will never be dismissed as banter, joking, part of growing up or normal behaviour.

Child-on-child abuse may include:

- Bullying, including cyberbullying and prejudice-based or discriminatory bullying.
- Physical abuse.
- Sexual violence or sexual harassment.
- Upskirting.
- Sharing nude or semi-nude images, including non-consensual sharing.
- Coercion into sexual activity.
- Teenage relationship abuse.
- Initiation or hazing-type behaviour.
- Online abuse, harassment, threats or sexualised behaviour.

Where a concern arises, staff must report it immediately to the DSL and record it on CPOMS. Staff must not investigate.



The DSL will consider immediate safety, referrals, police involvement, parent/carers communication, risk assessment and support for all children involved. Separate support and safety planning will be considered for the child harmed, the child alleged to have caused harm, witnesses and any other affected children.

Risk assessments must consider the Alternative Acres environment, including one-to-one work, transport, toilets/changing arrangements, classrooms, animal areas, woodland, lakes, outdoor spaces, social media and other locations where children may interact.

Where nude or semi-nude imagery is involved, staff must not view, copy, forward, download or ask a child to delete the imagery. The matter must be referred immediately to the DSL, who will follow current safeguarding guidance.

16. Children with SEND, medical conditions and other additional vulnerabilities

Alternative Acres recognises that children with SEND, communication needs, medical or physical health conditions, mental health needs or other vulnerabilities may face additional safeguarding risks and additional barriers to disclosure.

Staff must avoid attributing injuries, behaviour, distress or communication solely to a child's diagnosis or condition without considering safeguarding.

- Use communication methods appropriate to the individual child.
- Consider reasonable adjustments when enabling a child to report or participate in safeguarding processes.
- Be alert to isolation, bullying, dependency on adults, sensory or communication barriers and reduced understanding of risk.
- Consider whether medical needs or treatment arrangements create safeguarding risks or require an individual healthcare plan.
- Ensure emergency medication and allergy/anaphylaxis arrangements are reflected in the child's risk assessment and relevant medical policies.
- Work closely with parents/carers, commissioners, health professionals and other relevant practitioners while keeping the child's welfare central.

Medical conditions can affect a child's vulnerability and may also be indicators of neglect or fabricated or induced illness. Concerns must be reported to the DSL and managed as safeguarding matters where appropriate.



17. Attendance, unexplained absence and children missing from education

Alternative Acres treats absence and changes in attendance as potential safeguarding indicators. It does not wait for an arbitrary number of days before considering safeguarding risk.

- Registers are completed for each session.
- Unexplained absence is followed up promptly in accordance with the Attendance Policy.
- Staff consider whether absence may indicate abuse, neglect, exploitation, criminal activity, mental health concerns, FGM, forced marriage, radicalisation, trafficking or another safeguarding risk.
- Where a child cannot be located or there is immediate concern for safety, the DSL will consider contacting parents/carers, the commissioning school/local authority, children's social care and police as appropriate.
- Repeated, patterned or concerning absence is recorded and escalated.
- Alternative Acres will share attendance concerns with the commissioning school/local authority in line with placement arrangements.

Detailed operational arrangements are set out in the Attendance Policy and Children Missing Education Policy and Procedure.

18. Domestic abuse, coercive control and teenage relationship abuse

Children may experience domestic abuse directly or indirectly and are recognised as victims in their own right where they see, hear or experience the effects of domestic abuse. Abuse may be physical, sexual, emotional, psychological, controlling, coercive or economic.

Alternative Acres also recognises abusive behaviour within teenage intimate relationships, including coercive control, digital monitoring, isolation, threats, sexual pressure and violence. Concerns involving children under 16 will still be treated as safeguarding concerns even where statutory domestic abuse definitions use older age thresholds.

Staff must report concerns to the DSL and avoid language that blames the child for abuse or exploitation.

19. Child sexual exploitation, child criminal exploitation, group-based exploitation and serious violence

Exploitation occurs where an individual or group uses an imbalance of power to coerce, control, manipulate or deceive a child for sexual, criminal, financial or other gain. A child may appear to comply or receive something in return; this does not mean they are responsible for the abuse.

- County lines and drug transportation.



- Forced theft, shoplifting, fraud or begging.
- Exploitation through gangs or peer groups.
- Sexual exploitation in exchange for money, gifts, substances, status, accommodation, affection or protection.
- Online grooming, sextortion and technology-facilitated exploitation.
- Group-based exploitation involving multiple perpetrators or children.
- Trafficking, forced labour or criminal activity.

Indicators can include repeated absence, new older associates, unexplained money or possessions, injuries, fear, secrecy, changed behaviour, multiple phones, unexplained travel, decline in engagement or sudden changes in relationships.

Staff must report concerns immediately. The DSL will consider social care and police referrals, immediate safety planning, contextual risks and support for the child.

20. FGM, forced marriage and honour/faith/belief-based abuse

FGM, forced marriage and abuse justified by honour, faith or belief are forms of abuse and will never be accepted as cultural or religious practices that excuse harm.

Where a teacher, in the course of their professional work, discovers that FGM appears to have been carried out on a girl under 18, the teacher must comply with the statutory mandatory reporting duty to police. The DSL must also be informed unless doing so would place the child at additional risk or conflict with police advice.

All other concerns about FGM, forced marriage or honour/faith/belief-based abuse must be reported immediately to the DSL. Staff must not attempt family mediation or contact family members where doing so may increase risk.

21. Prevent, radicalisation and extremism

Alternative Acres safeguards learners from the risk of being drawn into terrorism or extremist activity and follows applicable Prevent requirements, local safeguarding arrangements and commissioner expectations.

- Staff receive Prevent awareness appropriate to their role.
- Concerns about radicalisation are reported to the DSL.
- The DSL considers whether a safeguarding, children's social care, police or Channel referral is appropriate.
- Online radicalisation, extremist content, conspiracy narratives and grooming are considered as part of online safety.



- Alternative Acres promotes respectful discussion, critical thinking and an inclusive culture without stereotyping children or communities.

22. Online safety, filtering and monitoring

Online safety is part of safeguarding. Alternative Acres considers the four broad areas of online risk: content, contact, conduct and commerce.

Alternative Acres will maintain filtering and monitoring arrangements that are appropriate and proportionate to the technology, internet connection, devices and activities actually used at the provision. The DSL will maintain oversight of these arrangements and they will be reviewed at least annually and when systems or risks change.

- Staff must use provision-approved systems and follow acceptable-use expectations.
- Personal devices must not be used to photograph or record learners.
- Online safeguarding incidents must be recorded on CPOMS and reported to the DSL.
- Children will receive age- and needs-appropriate online safety education.
- Filtering must not be relied upon as a substitute for supervision, education and professional curiosity.
- Any concern that illegal content or evidence of a crime may be present on a device must be referred to the DSL; staff must not search through suspected illegal imagery.

The detailed technical arrangements and responsibilities are set out in the Online Safety and E-Safety Policy and associated filtering and monitoring evidence.

23. Mobile phones and personal smart devices

Alternative Acres operates a zero routine student mobile-phone use approach during the provision day.

- Students may bring a phone where needed for travel or communication before and after their session.
- On arrival, students are requested to switch the device off and place it in the designated secure safe.
- The device remains securely stored for the duration of the student's time at Alternative Acres and is returned when the student leaves at the end of their session/day.
- Students do not have routine access to personal mobile phones or smart devices during lessons, mentoring, breaks, lunch, animal care, farm activities or other provision activities.
- Parents/carers needing urgent contact should use the agreed Alternative Acres contact route. Staff will facilitate necessary contact with a parent/carer.
- Any exceptional medical, accessibility or safeguarding arrangement must be agreed in advance by the Head of Provision and, where appropriate, the DSL. A parent/carer request alone does not automatically create an exception.



- No student will be physically forced or restrained to surrender a phone. Refusal will be managed through the Behaviour Policy and safeguarding procedures where relevant.

Full arrangements are contained in the Mobile Phone and Smart Device Policy.

24. Allegations and concerns about adults working with children

Any concern or allegation that a member of staff, volunteer, agency worker, contractor or other adult working with children may have harmed a child, committed an offence against or related to a child, behaved in a way indicating they may pose a risk to children, or behaved in a way suggesting they may not be suitable to work with children must be reported without delay.

Reporting route:

- Concern about a member of staff, volunteer, contractor or other adult: report to the Head of Provision, Gemma Robertson.
- Where the concern is about the Head of Provision: report directly to the relevant LADO.
- Where there is an immediate risk to a child: take immediate protective action and contact police/children's social care as necessary.
- The person receiving the allegation must not carry out an internal investigation before seeking LADO advice where the allegation may meet the harm threshold.

Alternative Acres will cooperate fully with the relevant LADO, police, children's social care, commissioning body, DBS and other agencies as appropriate. Internal disciplinary action will not be allowed to compromise a safeguarding or criminal investigation.

25. Low-level concerns

A low-level concern is any concern, however small, that an adult may have acted in a way that is inconsistent with the Staff Code of Conduct, including conduct outside work, but does not appear to meet the harm threshold for a LADO referral.

Examples may include being over-friendly with a child, favouritism, inappropriate one-to-one situations, use of personal devices to photograph children, inappropriate language, blurred professional boundaries or conduct that causes unease.

Low-level concerns must be reported to the Head of Provision and recorded in the appropriate confidential staff safeguarding record. They must not be dismissed simply because no single incident appears serious. Patterns, repetition and contextual information will be reviewed, and LADO advice will be sought where the threshold is unclear or concerns escalate.



26. Whistleblowing

Alternative Acres promotes a culture in which staff can raise safeguarding or practice concerns without fear of retaliation. Staff who believe safeguarding practice is unsafe, a concern has not been acted upon, or wrongdoing is being concealed should use the Whistleblowing Policy.

Where internal reporting is not appropriate, has failed or the concern involves senior leadership, staff may seek advice or report to the relevant external safeguarding or regulatory body. A safeguarding concern about a child must never be delayed while a whistleblowing process is considered.

27. Safer recruitment, vetting and StaffSafe

Alternative Acres uses safer recruitment and vetting arrangements designed to prevent unsuitable adults from working with children. Detailed requirements are contained in the Recruitment and Vetting Policy and Single Central Record Policy.

StaffSafe within CPOMS is used to record and verify staff compliance information. Before unsupervised work with learners begins, Alternative Acres will verify the checks, training, documents and acknowledgements required for the person's role.

- Identity and right-to-work checks.
- Appropriate DBS and barred-list information where legally eligible and required.
- References and employment history.
- Relevant qualifications and role-specific checks.
- Overseas checks where appropriate.
- Safeguarding training and induction.
- Policy acknowledgements and Staff Code of Conduct.
- Any other check required by law, the nature of the role or commissioning arrangements.

The exact checks required depend on the role and whether it constitutes regulated activity. Alternative Acres will apply current legal definitions rather than assuming every volunteer, visitor or contractor requires the same level of DBS check.

28. Visitors, volunteers, contractors and external professionals

Visitors and external adults must be managed according to the nature, duration and purpose of their contact with children.

- Identity and purpose of visit will be verified.
- Visitors will sign in and follow site safeguarding instructions.



- Adults who have not been appropriately vetted for unsupervised work will remain supervised.
- Volunteers will be risk assessed and vetted according to their duties and whether the activity is regulated activity.
- Contractors and agencies must provide appropriate written assurance of safeguarding checks where required.
- Professional visitors will be expected to provide identification and evidence/assurance appropriate to their role.
- All visitors and volunteers must know how to report a safeguarding concern.

29. Alternative provision commissioning and partnership arrangements

Alternative Acres recognises that effective safeguarding in alternative provision depends on clear accountability between the provider and the commissioning school or local authority.

For each placement, Alternative Acres will seek to ensure that relevant information is shared and understood, including:

- Reason for placement and intended outcomes.
- Key safeguarding information and known risks.
- EHCP, SEND, medical and communication needs relevant to safety.
- Social worker, Virtual School Head or other professional involvement.
- Attendance and absence reporting expectations.
- Transport responsibilities.
- Emergency contacts and collection arrangements.
- How incidents, exclusions/suspensions from sessions, missing episodes or safeguarding concerns will be reported.
- Review arrangements and named contacts at the commissioning organisation.

Alternative Acres will cooperate with commissioner quality assurance and provide evidence of safeguarding systems, staff compliance and policy implementation where lawful and appropriate.

30. Parents, carers and the voice of the child

Children will be involved in safeguarding decisions as far as is safe and appropriate. Their wishes and feelings will be listened to and recorded, but the child will not be given responsibility for deciding whether protective action is taken.

Parents and carers will normally be informed and involved, unless doing so may place a child at increased risk, prejudice an investigation, or conflict with advice from children's social care or police.



Communication will be adapted to the child's age, SEND, language and communication needs. Alternative Acres will use trusted adults, visual or other communication methods where helpful.

31. Safeguarding records, transfer and retention

Safeguarding records are confidential and held securely on CPOMS as the principal record. Access is restricted according to safeguarding responsibility and need to know.

When a child leaves or moves to another setting, Alternative Acres will share safeguarding information securely and promptly with the relevant school, provider, local authority or professional in accordance with law, current guidance and commissioning arrangements. Where concerns are complex or ongoing, the DSL should provide a direct safeguarding handover.

Records will be retained in accordance with applicable legal, contractual and data-protection requirements. Safeguarding information will not be destroyed simply because a placement has ended where there remains a lawful reason to retain it.

32. Quality assurance and review

The Head of Provision and DSL will review safeguarding practice throughout the year and formally review this policy at least annually.

Quality assurance will include:

- CPOMS recording quality and timeliness.
- Follow-up and outcomes of referrals.
- Patterns in incidents, allegations, low-level concerns and child-on-child abuse.
- Attendance and missing episodes.
- StaffSafe compliance, safeguarding training and policy acknowledgements.
- Filtering and monitoring arrangements.
- Commissioner feedback and audit findings.
- Site, transport, farm and activity risk assessments.
- Lessons learned from incidents, complaints, safeguarding reviews and local/national updates.
- Child, parent/carers and staff feedback where appropriate.

The policy will be reviewed sooner where legislation or guidance changes, a serious safeguarding incident identifies a gap, the provision changes materially, or a commissioner/local safeguarding partner requires an update.



33. Related Alternative Acres policies

- Staff Code of Conduct
- Recruitment and Vetting Policy
- Single Central Record Policy
- Whistleblowing Policy
- Managing Allegations / Low-Level Concerns procedures
- Attendance Policy
- Children Missing Education Policy and Procedure
- Online Safety and E-Safety Policy
- Mobile Phone and Smart Device Policy
- Behaviour Management Policy
- Use of Force and Restraint (Physical Intervention) Policy
- SEND Policy
- Medical Policy
- Medical Emergency Policy
- First Aid Policy
- Anti-Bullying Policy
- Data Protection Policy
- Supervision of Learners Policy
- Supervision of Visiting Speakers and Volunteers Policy
- Off-Site Visits Policy
- Travel Policy
- Needs and Risk Assessment Policy and Procedure
- Lone Working Policy
- Operating Procedures Manual

Policy approval

Approved by	Gemma Robertson
DSL	Daun Beresford
Date	07/09/2026
Next review	07/09/2027 or sooner if required